

The City Manager's Weekly Report provides updates on the status of City projects, programs and services.



December 12, 2014

City Calendar

December:

13 4-8pm	Santa's North Pole at Deltona Library
13 6:00pm	Christmas Parade
15 5:30pm	Commission workshop
15 6:30pm	Commission meeting
16 5:00pm	FF Pension Board
17 7:00pm	P&Z Board
24, 25	Christmas Holiday
30 5:30pm	Special Magistrate



Deltona City Manager's Weekly Report

CITY MANAGER'S OFFICE

DALE BAKER, ACTING CITY MANAGER

Public Information Office (PIO): (Lee Lopez, Public Information Officer)

Events

Prepared materials for the final Get Fit Seminar: Sleep Study and Final Weigh-In, outlined video production, reserved talent for event, worked with Jerry Mayes as emcee for Seminar, posted photos of Seminar to Facebook page. Working on tasks to prepare for the Christmas Parade.

DeltonaTV

Updated DeltonaTV schedules & programming for the week of December 7th, videotaped the Get Fit Seminar: Sleep Study, at Deltona City Hall. Working with Earth Channel on internet streaming and Video On Demand for DeltonaTV. Working with John Skerrett to complete Economic Development Report: Volusia County Health Rankings. Preparation for videotaping the Nighttime Christmas Parade.

Media

Provided information regarding District 2 Commission seat to Erika Webb/Hometown News and Al Everson/West Volusia Beacon; provided information regarding the Get Fit Final Weigh-In to Mark Harper/Daytona News Journal.

◆ **Office of Economic Development (OED):**

(Jerry Mayes, Economic Development Manager)

- ◆ Met with local economic development officials from the West Side cities regarding the 'West Volusia Incubator' to discuss the prospect of a University of Central Florida incubator on the west side of Volusia County. UCF and the County have decided to do a 6-month evaluation trial for the program in West Volusia County.
- ◆ Co-hosted the Mayor's Fitness Challenge's "Final Weigh-in Segment" in the Commission Chambers. Purchased a \$100 certificate for the Fitness Prize from Beef O'Brady's.
- ◆ Met with Luis Nieves-Ruiz, Economic Development Program Manager for the East Central Florida Regional Planning Council, to discuss programs and grants offered by the U.S. Economic Development Administration.
- ◆ Giuli Schacht, President of the Creative Arts Alliance, was the guest speaker at the monthly meeting of the Team Volusia Economic Development Practitioners Council.
- ◆ Attended free webinar, "Action Planning for Managing Local Government Projects".
- ◆ Preparing a work agenda for proposed staff assignments for the Deltona Scrub Jay Mitigation Project in response to queries from U.S. Fish & Wildlife.
- ◆ Met with Dale Baker/City Manager, Gerald Chancellor/City Engineer, Chris Bowley/Director of Planning & Development to discuss the vacation of Alley 1915 in order to make the Elkcarn Boulevard at Fernwood Drive location better suited for economic development, and a letter has been sent to an interested party that this would be permissible.
- ◆ Met with the Transit Planning Organization (TPO), the TPO Consultant, Florida

Department of Transportation and County representatives on the feasibility study scoping meeting for the Powerline Easement and Providence Blvd. Trail grants.

- ◆ Met with Mr. Wilfredo Gonzalez, Small Business Administration District Director and Debbie Brown, SBA Deputy District Director, in their Jacksonville offices, to further familiarize them with Deltona's uniqueness and needs and to determine a strategy to work together to meet those needs.
- ◆ Attended and presented at the Volusia County School District's Career Connection Cadre on workforce preparation and the City of Deltona's efforts to partner with local schools for that purpose.

BUILDING & ENFORCEMENT SERVICES

DALE BAKER, DIRECTOR

Building Services Division (Steve Roland, Assistant Director)

Building Permits issued for the week	53
Valuation of work permitted for the week	\$222,054
Building Inspections completed for the week	190
Fire plan review completed for the week	9
Fire Inspections completed for the week	47

Enforcement Services Division:

Requests for services this week	318
Animals impounded at the humane societies	39
Properties requiring grass to be cut by contractors	0
Money collected for animal tags, liens and return to owners	\$2,397
Money collected for Vacant Property Registry	\$60,397
Foreclosures for this week: Deltona – 14; County – 63; Total – 77.	

CITY CLERKS OFFICE

JOYCE RAFTERY, CITY CLERK

2nd Floor HR/CC Walk-In Customers	11	
2nd Floor calls Answered	20	
Packages Received	45	
A/P Invoices Opened	123	
Newspapers	17	(8 hours)
Public Records Requests Received	4	
Documents imaged or modified pages	4268	

FINANCE DEPARTMENT

BOB CLINGER, FINANCE DIRECTOR

- ◆ Requesting a proposal from Tindale Oliver—this is the highest ranked firm to provide services related to a Comprehensive Impact Fee study for Transportation, Parks, Law Enforcement and Fire/Rescue.
- ◆ Finalizing and submitting the grant application to the Dept of Environmental Protection for the Brownfields Assessment Grant program. The application is for the area centered on 1200 Deltona Blvd, previously identified as the Deltona Blvd Economic Development Zone (DBEDZ). The application is due December 19th and is for \$154,000 — \$154,000 grant and \$0 match.
- ◆ An agreement has been sent to Van Deusen Roofing and Sheet Metal, LLC to re-roof the Community Center.
- ◆ Attending the scoping meeting for the Feasibility Studies on two upcoming trail projects that the City has applied for grant funding on. They are the Powerline Easement Trail project from I-4 to Brewster and the Providence Blvd Trail from Howland to DeBary/Dirksen Dr. The consultants involved will provide the River 2 Sea Transportation Planning Organization (TPO) with a fee schedule for the feasibility studies, then the TPO will either accept or reject the proposal; if they accept it, they will send it over to Deltona for approval along with an invoice for 10% of the fee. The TPO pays 90% of the study, the City only pays 10%. Feasibility studies are estimated to cost around \$15,000 which means the cost to the City would be \$1,500.
- ◆ Met with Contracts Administrator to discuss on-going compliance of revenue contracts.
- ◆ Met with representatives from Wells Fargo to discuss future of volume of checks and cash in regards to deposits.

- ◆ Met with Chief Utility Accountant from Deltona Water to review on-going accounting procedures for 2013 and 2014 bonds.
- ◆ Finalize FY 12/13 financial statements in new CAFR (Comprehensive Annual Financial Report) Builder system.
- ◆ Participating in pre-pricing and pricing calls for 2014 bonds with underwriters.
- ◆ Participating in selection committee for Impact Fee Study.
- ◆ Met with appropriate City staff regarding future banking needs.
- ◆ Attended VFFGFOA quarterly meeting – seminar on Affordable Healthcare and year end reporting.

FIRE/RESCUE DEPARTMENT

MARK RHAME, FIRE CHIEF

Alarm summary

Structure fire	2
Vehicle fire	3
Wild land, grass, trash	0
Misc. Fire	5
ALS Medicals	64
BLS & Misc. Medicals	83
Hazardous Condition	3
Service Calls	7
Good Intent	21
<u>False Alarms</u>	<u>13</u>
TOTAL CALLS	201



On December 5th, Harmony Richardson arrived in style to school. She was one of the grand prize winners for the Open House coloring contest and won a Ride to School in a Fire Truck. She was super excited and her principal said she couldn't stop talking about it. This was an awesome opportunity for the students. The best part was learning all about being safe!!!



On December 4th, Florida Hospital Fish Memorial donated stuffed Dalmatian dogs to the Deltona Fire Department for the Recovery Rascal program. This annual program provides donated stuffed animals to local fire departments, so we can give them to children at accidents scenes throughout the year. Thank you FHF!M!

HUMAN RESOURCES DEPARTMENT

HRD processed 12 Performance Evaluations in this period; processed one employee separation; researched information for several public records requests; conducted New Hire orientations for 5 employees.

PARKS & RECREATION DEPARTMENT

STEVE MOORE, DIRECTOR

- ◆ Attended the Feasibility Study meeting for the power line easement and Providence Blvd. trail.
- ◆ Completed the finishing touches for constructing the Commission float for the Christmas Parade, and decorated the Deltona Library Auditorium for the Santa's North Pole.
- ◆ Audubon Park – Removed dirt from Lush Lane entrance.
- ◆ City Hall – Put up wreaths and trees.
- ◆ Dewey – Installed new water fountain; painted restrooms.
- ◆ Keysville Dog Park – Repaired well that was vandalized.
- ◆ Veterans Memorial – removed rusted grills around pavilion.
- ◆ Wes Crile – Filled in wash out area near splash pad restroom.
- ◆ Harris Saxon Community Center – Boys & Girls Club After School Care continues.



Twelve metal picnic tables have been installed under the league pavilion at Dewey Boster Sports Complex.



A new swing set was installed at Campbell Park.



PLANNING & DEVELOPMENT SERVICES

CHRISTOPHER BOWLEY, DIRECTOR

- ◆ The Planning and Development Services Department is thankful for everyone's cooperation and participation for this year's Christmas Parade. While the department is new to coordinating the event, a special THANK YOU goes out to everyone that contributed.
- ◆ Staff conducted a site visit on several land development projects underway, as follows:
Tractor Supply Company – store construction is underway and site work continues.
Florida Hospital Fish Memorial Outpatient Center – site work is underway and a groundbreaking event is scheduled for December 18th.



Thank you and Merry Christmas!!!

WalMart Neighborhood Center and retail building – the site contractor has been selected and initial work will begin with the attainment of the Volusia County Use Permit.

Duke Energy Substation – work continues for this essential public utility site.

- ◆ In addition to the above, the following roadway projects are underway:
 - Widening of Howland Boulevard - Volusia County project from Courtland to Ft. Smith.
 - Widening of SR 415 – the new travel lanes north of Howland open this week.
- ◆ Staff conducted research on potential land assemblage for future commercial development.
- ◆ Staff prepared for the Capital Improvements Element to be brought to the Planning and Zoning Board next week.
- ◆ Staff attended a meeting with the TPO for the potential design of two recreational trails in the City. One would be located within the powerline that bisects the City from southwest to northeast and the other would be along Providence Boulevard. With these trails, the Volusia County trail to the south, and the proposed Lakeshore Loop, the City would establish the core of its regional trail network.

PUBLIC WORKS

GERALD CHANCELLOR, DIRECTOR/CITY ENGINEER

Field Ops Division:

Elkcam Blvd. & Ft. Smith Blvd: Several areas of existing sidewalk were cracked and sinking causing trip hazards. Crews removed, formed and poured new concrete.



Traffic Division:

1751 Catalina Blvd: Road edge was deteriorating, causing a large drop off. Crews repaired and stabilized road edge with asphalt, fill dirt and sod.



Steeplechase Ct: Asphalt around a raised manhole was repaired making it flush with roadway.



Stormwater Division:

2116 Everest St: The drainage improvements at 2116 Everest Street are 95% complete. All driveways have been reinstalled. We are currently reshaping and grading the swales. Asphalt repair and sod will occur next week.



UTILITIES

GERALD CHANCELLOR, DIRECTOR/CITY ENGINEER

Customer Service

DW – Lockbox	2747
Ebox	1837
Call Center calls	2151
Walk-ins/Drop Box	1677
On-line payments	2037
IVR	1352
EFT	1255
Total on Disconnect List	155